

ADMINISTRATIVE INTERNAL USE ONLY**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

FROM:

Director, Foreign Broadcast
Information Service
1013 Key Bldg.

EXTENSION

NO.

FBIS-1585/85

DATE

5 July 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Medical
Services
1D4040 HQS.

2.

3. Director of Personnel
[Redacted]

4.

5. Deputy Director for
Administration
7D18 HQS.

6.

7.

8.

9.

10.

11. D/FBIS
1013 Key Bldg.

12.

13.

14.

15.

Request approval for
593 hours of advanced sick
leave for [Redacted]

ADMINISTRATIVE INTERNAL USE ONLY

FBIS-1585/85
5 July 1985

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Director of Medical Services
Director of Personnel

FROM: [REDACTED]
Director, Foreign Broadcast Information Service

SUBJECT: Request for Advance of 593 Hours of Sick Leave -
[REDACTED]

1. Paragraph 3 of this memorandum requests your approval of 593 hours of advanced sick leave for [REDACTED]

2. [REDACTED] has to her credit 57 hours sick leave and 108 hours annual leave through the pay period ending 8 June 1985. She wishes to retain her annual leave balance in the event her child, born prematurely, becomes ill following her return to duty on or about 30 September 1985. She will be incapacitated from 20 May 1985 to 30 September 1985. A physician's statement is attached.

3. I recommend [REDACTED] request be approved.

Attachment:
Physician's Statement

CONCUR:

Director of Medical Services

Date

Director of Personnel

Date

ADMINISTRATIVE INTERNAL USE ONLY

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SUBJECT: Request for Advance of 593 Hours of Sick Leave -

STAT

APPROVED:

Deputy Director for Administration

Date

DDS&T/FBIS/Pers [redacted] (20 Jun 85)

STAT

Distribution:

Orig - Addressee (Return to D/FBIS)

- 1 - DDA (w/att)
- 1 - D/OMS (w/att)
- 1 - D/PERS (w/att)
- 1 - D/FBIS Chrono (w/o att)
- 1 - JDC Corres File (w/o att)
- 1 - AS Chrono (w/o att)
- 1 - P&TB (w/att)
- 1 - 201 File, [redacted] (w/att)

STAT

Page Denied